

## Employee Time Sheet Tracking Form (Excel)

Organization:

Tracking Form Page #:

Employee Name:

**PAY PERIOD:**

DATE	DESCRIPTION OF ACTIVITY: General summary of work performed by subject area	Hours attributed to funding source			Total Number of Hours
		Funding Source 1: # 319-2006-15-PT	Funding Source 2: # BAY-2005-05-PT	Funding Source 3: State Funds	
WAGE EMPLOYEES. TOTAL HOURS ---->					
Use this figure for wage employees. Multiply hours by employee hourly pay to calculate charges for each funding source.					
SALARY EMPLOYEES. \$ TIME SPENT ---->					
This percent is used for salaried employees. Total must be 100%.					

Signature of Employee :

Signature of Supervisor: \_\_\_\_\_